CSPO Registration Process

Industries Commissioner Block No. 1, 2nd Floor, Udhyog Bhavan, Sector 10, Gandhinagar

How to apply CSPO Registration on IFP

- Website : www.ifp.gujarat.gov.in

How to apply CSPO Registration on IFP

• Login in the portal using the username and password

How to apply CSPO Registration on IFP

- Navigate to Other Approvals and Search for **CSPO Registration** in List of Other Approvals

How to apply CSPO Registration on IFP

• Click on **CSPO Registration** Press the Submit Button.

How to apply CSPO Registration on IFP

Reference Id - 1000194052			
S No.	Application Name	Department Name	You may like to apply for
1	CSPO Registration	Industries & Mines Department	APPLY

- Click on **Apply button** to open the Registration form.

How to apply CSPO Registration on IFP

STEP-1: FORM

Details Of Applicant Firm

Application Type ● New ○ Renewal

Name Of Applicant Firm

United Pvt Ltd

Web Address

ifp.gujarat.gov.in

Constitutional Details of Firm

1. The Indian Companies Act

Mobile Number

9913770165

E-mail

investorfacilitationcell@gmail.com

Head Office / Registered Office Address

Address Line 1

Sector 10

Country

INDIA

District

Gandhinagar

Village

Gandhinagar

Address Line 2

GH4

State

Gujarat

Taluka

Gandhinagar

Pincode

382010

Save As Draft

- Fill the firm details and head office address. Applicant can also use Save as Draft functionality to save the form details

How to apply CSPO Registration on IFP

- Fill the correspondence address. Applicant can only select single district, multiple taluka and village in Manufacturing Unit Address.

How to apply CSPO Registration on IFP

Location Of Manufacturing Plant ⌄

Exact Location Of The Manufacturing Plant *

Select ⌄

[Add] [Reset]

Exact Location Of The Manufacturing Plant	Actions
Sector 25,GIDC,INDIA,Gujarat,Gandhinagar,Gandhinagar,Gandhinagar,382024	View / Edit / Delete
Sector 28,GH7,INDIA,Gujarat,Gandhinagar,Gandhinagar,Gandhinagar,382028	View / Edit / Delete

Registration Details Of Manufacturer ⌄

Registered as a *   Type Of Registration ○ Udhyog Aadhar ○ EM-II ◉ SIA

4. Large ⌄

Registration No *   Registration Date *

SIA/1234/201819/QAZw   04/04/2018   📅

                                                      DD/MM/YYYY

NSIC Registration No   NSIC Registration Date

3234324324243   01/06/2018   📅

                                                      DD/MM/YYYY

                                                                                 [Save As Draft]

GST No *   GST Date *

AZS4564565FSDFS   05/10/2017   📅

                                                      DD/MM/YYYY

- Applicant has to select the exact location of Mfg. Plant in case of multiple unit address and registration details of the manufacturer.

How to apply CSPO Registration on IFP

Registration With Any Other Government Authority

Name Of Authority
Select

Any Other Detail
Any Other Detail

Registration No
Registration No

Registration Date
Registration Date
DD/MM/YYYY

Add **Reset**

Name Of Authority	Any Other Detail	Registration No	Registration Date	Actions
The Shops and Establishments Act	Registration with GMC	GMC/2154/201819/QA	06/06/2017	View / Edit / Delete

Manufacturing Details

Group Of Item Manufactured
Group 131 Spinning and weaving and finishing of textiles

Name Of Item Manufactured
Woven Sacs

Production Capacity Of Each Item Per Year On Single Shift Basis
500

Unit
Meter

Average Stock Of Items Manufactured
250

Unit
Meter

Save As Draft

Add **Reset**

- Applicant can also enter registration details with other Govt. Authorities like FDCA, Shops & Establishment etc. Applicant has to enter Mfg. details (Multiple Mfg. details can be added)

How to apply CSPO Registration on IFP

Production and Sales figures of last two years. (For New unit, Provide last one year details)

Name Of Item Manufactured
Select

Financial Year
Select

Production (Qty)
Production (Qty)

Production (Unit)
Select

Sales (Qty)
Sales (Qty)

Sales (Unit)
Select

Production (Rs)
Production (Rs)

Sales (Rs.)
Sales (Rs.)

Add   Reset

Name Of Item Manufactured	Financial Year	Production (Qty)	Production (Unit)	Production (Rs)	Sales (Qty)	Sales (Unit)	Sales (Rs.)	Actions
Woven Sacs	2018-19	450	Meter	5000	375	Meter	3550	View / Edit / Delete

Details Of Machinery/Equipment Installed In Factory With Original Purchase Value

Name Of Machinery and Tools
Name Of Machinery and Tools

Name Of Supplier
Name Of Supplier

Bill Number
Bill Number

Date Of Purchase
Date Of Purchase
DD/MM/YYYY

Original Purchase Value(in Rs)
Original Purchase Value(in Rs)

Add   Reset

Save As Draft

Name Of Machinery and Tools	Name Of Supplier	Bill Number	Date Of Purchase	Original Purchase Value(in Rs)	Actions
Machine 1	Alpha Pvt Ltd	215451/AZSX	01/06/2017	10000	View / Edit / Delete

- Enter the Production and Sales figures as well as machinery details with original purchase value.

How to apply CSPO Registration on IFP

Other Details

Number Of Total Employees

50

Stock Of Raw Materials/Components

Stock Of Raw Materials/Components

Whether Imported Or Indigenous

Select

Quantity

Quantity

Unit

Select

Add **Reset**

Stock Of Raw Materials/Components	Whether Imported Or Indigenous	Quantity	Unit	Actions
Woven Sacs	Indigenous	450	Meter	View / Edit / Delete

Stock Of Finished Store Details

Name Of Item Manufactured

Select

Stock Of Finished Store

Stock Of Finished Store

Quantity

Quantity

Unit

Select

Add **Reset**

Save As Draft

Name Of Item Manufactured	Stock Of Finished Store	Quantity	Unit	Actions
Woven Sacs	Stock	500	Meter	View / Edit / Delete

- Applicant can also enter other details like stock of raw materials and details of finished store.

How to apply CSPO Registration on IFP

Bank Details

Bank Name	Branch Name
Bank Name *	Branch Name *

Branch Address

Address Line 1	Address Line 2
Address Line 1 *	Address Line 2

Country	State
INDIA *	Gujarat *

District	Taluka
Select *	Select *

Village	Pincode
Select *	Pincode *

Type Of A/C ● Saving Account ○ Current Account

A/C No

A/C No

Save As Draft

IFSC Code

IFSC Code *

Branch Code

Branch Code *

- Bank details would also be required for the bank opinion letter

How to apply CSPO Registration on IFP

Bank Details

Bank Name
HDFC Bank

Branch Name
Gandhinagar

Branch Address

Address Line 1
Sector 16

Address Line 2
GH5

Country
INDIA

State
Gujarat

District
Gandhinagar

Taluka
Gandhinagar

Village
Gandhinagar

Pincode
382016

Type Of A/C ● Saving Account ○ Current Account

A/C No
1215452148

Save As Draft

IFSC Code
HDFC000016

Branch Code
0000016

- Bank details would also be required for the bank opinion letter

How to apply CSPO Registration on IFP

Details Of Supply To Government Departments

Year

Select

Item Supply

Woven Sacs

Unit

Select

Department/Office

Department/Office

Quantity

Quantity

Value(in Rs.)

Value(in Rs.)

Add   Reset

Year	Department/Office	Item Supply	Quantity	Unit	Value(in Rs.)	Actions
FY 2018-19	Office	Woven Sacs	400	Meter	5000	View / Edit / Delete

✓ **Declaration :-**

I/We , do hereby declare that the entries, information & documents submitted are true to the best of my knowledge and I understand that above furnished details found incorrect at alter stage, our registration with CSPO is liable to cancel without giving any prior notice .

We, further, do hereby agree to abide by the conditions of Invitation to Tender and Instruction to Tenderers , and other terms and conditions as specified as Conditions of contract, governing contracts placed by tendering organization of the Government and such other instructions as given in the Tenders.
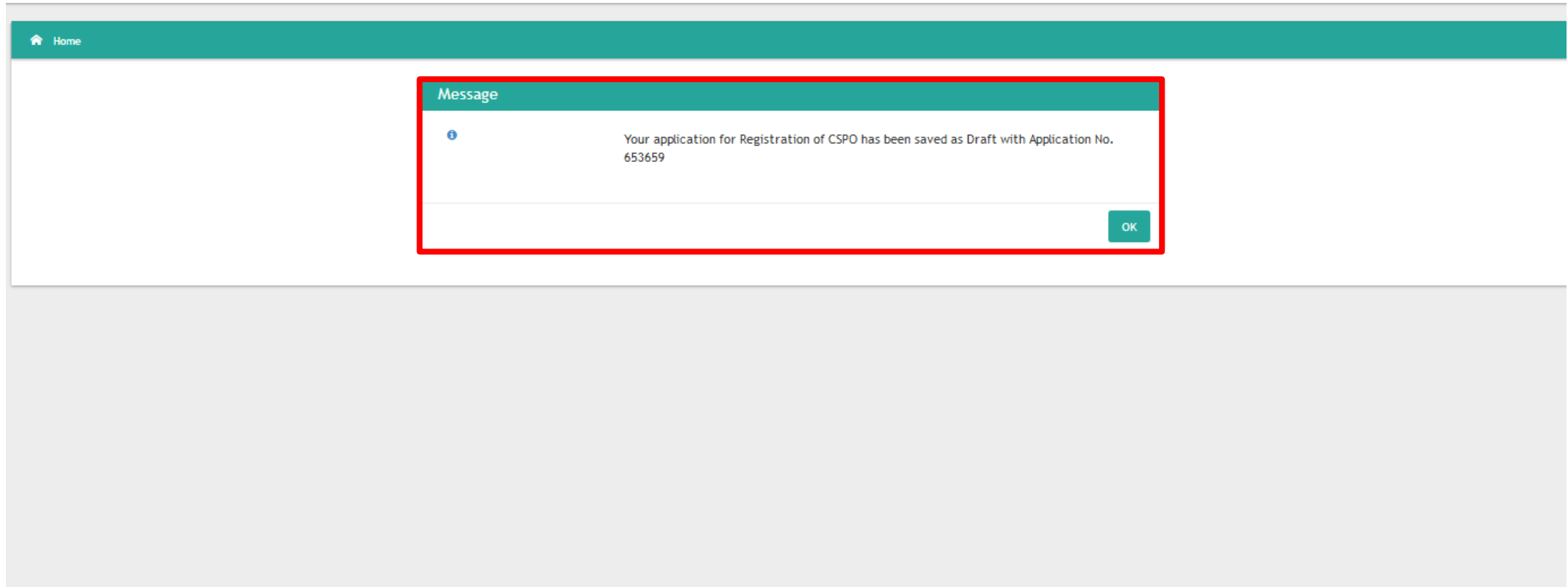
Name Of Authorize Person

Rajesh Pandya

Place

Gandhinagar

Designation

Partner

Date

06/06/2019

Save As Draft

Save

- Applicant may also enter the supply details to the Govt. Department and after providing declaration details, applicant can save the application to take the print out of it.

How to apply CSPO Registration on IFP

- Application has been submitted in draft mode as print form of the application would needed to be uploaded in the attachment.

How to apply CSPO Registration on IFP

Year	Department/Office	Item Supply	Quantity	Unit	Value(in Rs.)	Actions
FY 2018-19	Office	Woven Sacs	400	Meter	5000	View / Edit / Delete

✓ **Declaration :-**

I/We , do hereby declare that the entries, information & documents submitted are true to the best of my knowledge and I understand that above furnished details found incorrect at alter stage, our registration with CSPO is liable to cancel without giving any prior notice .

We, further, do hereby agree to abide by the conditions of Invitation to Tender and Instruction to Tenderers , and other terms and conditions as specified as Conditions of contract, governing contracts placed by tendering organization of the Government and such other instructions as given in the Tenders.

Name Of Authorize Person

Rajesh Pandya

Place

Gandhinagar

Designation

Partner

Date

06/06/2019

Next to Attachment   Print PDF

- Scroll down to the bottom of the application and click on the Print PDF. Applicant must sign and stamp the application print form and upload in the attachment.

How to apply CSPO Registration on IFP

| **STEP-2: ATTACHMENT**

Note:*Maximum attach limit per attachment is 5MB.*

Allowed Extn:*DOC;PDF;RTF;XLS;BMP;GIF;JPEG;PNG;PPTX;DOCX;DWG;XLSX;PPT;DOC;ZIP*

Sr. No.	Checklist		Document Name
1	✓ Application form signed by Authorized Signatory*	Browse... No file selected. Upload	Test ❌
2	✓ GST certificate*	Browse... No file selected. Upload	Test ❌
3	✓ Copy of Last year balance sheet or annual report	Browse... No file selected. Upload	Test ❌
4	✓ Copy of Constitution registration	Browse... No file selected. Upload	Test ❌
5	✓ Production and Sales details of last three years	Browse... No file selected. Upload	Test ❌
6	✓ Last three years income tax returns*	Browse... No file selected. Upload	Test ❌
7	✓ Copy of Udhyog Aadhaar/EM II /SIA*	Browse... No file selected. Upload	Test ❌
8	✓ Copy of license under Factories Act or Other (If applicable)	Browse... No file selected. Upload	Test ❌
9	✓ C.A. certified List of Plant and machinery with original purchased value*	Browse... No file selected. Upload	Test ❌

- Applicant would required to upload the above documents in attachment tab.

How to apply CSPO Registration on IFP

10	✓ Last electricity bill*	Browse... No file selected. Upload Test
11	✓ Last Sales bill of each item mentioned in this application*	Browse... No file selected. Upload Test
12	✓ Copy of NSIC registration if applicable	Browse... No file selected. Upload Test
13	✓ Authority Letter Of Authorized Person/Board Resolution/Power of Attorney*	Browse... No file selected. Upload Test

Previous to Main Form   Submit

- After uploading all the attachment, click on the submit button.

How to apply CSPO Registration on IFP

- Applicant can view the application in Track Application Menu under Pending (Under Scrutiny) status on successful submission of the application.